# Attach an Electronic Signature after submitting an online application

To e-sign an online application, you must have a validated myAlaska account. Validating a myAlaska account requires that you have a State of Alaska issued Driver's License or Identification Card, you must be at least 18 years of age, and you must have received a PFD last year.

If you receive notification that no online application was found, verify the information you entered matches the information you provided on the PFD application.

#### If you have an existing myAlaska account

- 1. Go to <a href="http://pfd.alaska.gov">http://pfd.alaska.gov</a>
- 2. Click the button.
- 3. Login to myAlaska.
- 4. Click the blue "Details" button to see what information is still needed to process the application.
- 5. Select the "Document Center" tab.
- 6. Under "Required Documents" select the link "signing it with myAlaska" to begin the signing ceremony process.
- 7. Click the "Sign with myAlaska" blue button.
- 8. Enter your myAlaska password and click the "Sign and Submit" button. An email that contains your eSignature Confirmation code will be sent. Keep this email for your records.

### Forgot your myAlaska username from last year?

Go to <a href="https://my.alaska.gov/ForgotUsername.aspx">https://my.alaska.gov/ForgotUsername.aspx</a>. You will need to provide the email address associated with your myAlaska account and then click "Email me my Username(s)" to recover your username.

# Forgot your myAlaska password from last year?

If you know your username, go to https://my.alaska.gov and select "Sign into myAlaska". At the myAlaska Login page click on "Forgot Password." You will be prompted to provide your username and click on either "Answer Security Question" or "Reset By Email" to reset your myAlaska password. A PFD representative cannot reset your myAlaska password over the phone.

# You cannot access the email address to recover your myAlaska username

If you no longer have access to the email account and do not know the answer to your secret questions you will need to setup an new myAlaska account.

## If you do not have an existing myAlaska account

- 1. Go to https://my.alaska.gov/
- 2. Click "Sign into myAlaska"
- 3. Click "New User: Register for a myAlaska Account." Complete "New Account" information. Read the "User Agreement," select the box next to "I Accept the User Agreement," and click "Start Registration."
- 4. Go to your email account and select the link provided in the email from myAlaska. This will return you to the myAlaska website to confirm your account.
- 5. Confirm your new myAlaska account by entering the username and password you just created. Select "Click here to Continue." This will open your myAlaska portal.
- 6. Select "Manage Your Profile" and supply the requested information. Be sure to use the First and Last Name that is on your most recent State of Alaska issued identification card or Driver's License.
- 7. Under the heading "SERVICES" tab and then click "myPFD".
- 8. Read the "Privacy Agreement: PFD" select the box next to "I Accept the Privacy Agreement," and select "Continue."
- 9. Enter your personal information on the "Establish Your Identity" page.
- 10. Read the "Consent Agreement," select the box next to "I Accept the Consent Agreement," and click on "Continue." You are now enrolled in myAlaska.